

29-30  
March  
2019



[www.translation-conference.com](http://www.translation-conference.com) | [info@translation-conference.com](mailto:info@translation-conference.com)

We are glad that you are considering speaking at the eighth edition of the Translation and Localization Conference! Please take a while to carefully read through this document in order to make preparations to TLC go as smoothly as possible. If you have any questions, please refer to the FAQ section at [www.translation-conference.com](http://www.translation-conference.com) or contact the Organizing Team at [info@translation-conference.com](mailto:info@translation-conference.com).

## About TLC

The Translation and Localization Conference is the biggest industry event in the region, and one of the largest translation conferences in Europe, attended by freelancers, in-house translators, experts, representatives of translation agencies, organizations, associations, corporations, localization companies, universities and translation buyers. Meeting the demands of the industry, it offers incisive insight into the newest trends and a practical hands-on approach at a sensible price. Every year, the conference draws several hundreds of industry peers from over thirty countries. It has become a mandatory item on the agenda of translators and interpreters in the know.

## What are the benefits of becoming a TLC Speaker?

First of all, it means joining a crowd of over 100 amazing Speakers who have given presentations at TLC so far. Being a part of the TLC program is a great way to gain recognition on the market. With nearly 300 attendees, the TLC provides a perfect opportunity to reach your target audience. Also, presentations are published online after the conference, which boosts the marketing effect. The vast majority of our speakers have reported receiving invitations to other conferences after presenting at TLC. Many of them have also been contacted by new clients. Being a Speaker is also a chance to have a significant impact on one of the most successful industry event. It goes beyond saying that (because of their exposition) all Speakers also have the best possible networking opportunities during the conference.

## How can I become a TLC Speaker?

Being a TLC Speaker is more than just coming and delivering an exciting speech. Take a look at our requirements:

- First of all, please send us your **title proposal, bio, photo, abstract and reasons why your presentation will be valuable to attendees by 30th of September 2018** using **the Speaker's form on the Conference's website**: <http://www.translation-conference.com>. The presentation needs to be in **English**, and consistent with the theme for TLC2019, which is “**Ready, Set, 2020**” – more on it in the proposal form. We're looking for **practical, advanced workshops, presentations and panel debate suggestions** in topics related to translation, localization, interpreting and all other incarnations of the translation industry, with the emphasis on the verifiable skills and knowledge the participants can gain from taking part.
- Please note that every year **we prioritize new speakers** (i.e. speakers who haven't spoken at TLC yet) and proposals which haven't been used elsewhere.
- We will e-mail you with information whether your topic was accepted or not. We might also ask you for a **short meeting on Skype** in order to hear more about your topic. If your topic is not accepted, we encourage you to still take part in TLC as an attendee – you can register at the website.
- If your topic is accepted, we would like to ask you to send us a **recording of the presentation invitation** by the end of November – a short video saying why attendees should come to your presentation. If you need help, are camera-shy or can't edit videos, we can help you by inviting you to a Skype video conversation, recording part of it and editing it for you. We will publish the videos on our website and Facebook page.
- Please deliver your **final presentation by the end of February** – preferably in PowerPoint or Prezi format. This is just for us to have one more copy just in case. Please let us know also if you are OK with us sending your presentation to the attendees.

## Speaker's Package

**We made some changes to the Speaker's Package (or what you receive from the Organizing Team as a reward for being a TLC speaker) for the 2018 edition, so if you spoke or considered speaking at pre-2018 editions of TLC, please read this carefully.**

Every Speaker receives a **conference pass with lunch** and a **pass to the networking evening on Friday**, as well as **honorarium**: each session at the conference (lecture, workshop, presentation...) is assigned **200 EUR**. If you are delivering your presentation on your own, all of it goes to you. However, if you would like to deliver the presentation with one or more other people, the sum of

200 EUR per session stays the same and is divided among all Speakers in the given block. The honorarium will be paid within a week after the conference. In order to claim it, **please send us your VAT invoice or let us know in advance if you are unable to do so (it's very important).**

**Participants in a discussion do not receive the honorarium, only passes to the conference with lunch and the networking evening.**

Please note that if you cancel your presentation or fail to come to the conference, the honorarium will not be paid. The conference ticket, lunch voucher and networking dinner ticket are not exchangeable for cash.

**We don't cover any accommodation, transport or airport collection costs.** However, the 200 EUR honorarium, paid after the conference, should be more than enough to compensate for standard accommodation for one person, transport from the airport and within the city. The list of the recommended hotels is disclosed on the Conference's website. For organizational reasons, we don't participate in the process of booking Speakers' rooms.

## Fringe events

The Translation and Localization Conference is always accompanied by a **networking evening on Friday**, in an interesting location in Warsaw, with good traditional Polish food and (sometimes) dancing. The location will be disclosed before the conference.

It is possible to take someone with you to the dinner at a standard networking dinner fee – just e-mail us at [info@translation-conference.com](mailto:info@translation-conference.com).

On the days just before and just after the conference, **interesting half-day and all-day workshops** are organized – more information on them will appear closer to the conference date. Registration will be possible at TLC's website.

There are also **unofficial fringe events** taking place around TLC – follow our website and Facebook feed closely to be up-to-date with the news.